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**TO: ARKANSAS LICENSED PUBLIC GRAIN WAREHOUSE MANAGER**

**FROM: MANAGER, GRAIN WAREHOUSE SECTION**

**SUBJECT: AMENDED ARKANSAS PUBLIC GRAIN WAREHOUSE LICENSE**

Enclosed is your application to amend your Arkansas Public Grain Warehouse License. If amendment is for increase or decrease capacity, you will be notified of surety requirement if change is needed. Please complete and return. Instructions below:

**1. Fill out and return:**

- a. Application (GW-8 Form)
- b. Schedule of Charges (Form GW-5 )
- c. Certificate of Fact (Form GW-3 )
- d. Authorized Person(s)/Warehouse Receipts (Form GW-19), **(if changing warehouseman's name or facility's name)**

**2. If changing the name of your facility, you must also:**

- a. Have your agent submit a Certificate of Insurance (Form GW-4) reflecting your new operational name.
- b. If your company has a Letter of Credit, an amended letter of credit must be submitted reflecting the new operational name. If your company has a bond posted, a bond rider must be submitted reflecting the new operational name.
- c. If warehouse receipts are outstanding, they must be called in and replaced with warehouse receipts which reflect the new operational name. An order form for warehouse receipts (Form GW-20) is enclosed.
- d. Scale Tickets, Daily Position Records, and Purchase Contracts must be submitted which reflect the new operational name.
- e. If you are incorporating, you must submit a Corporate Charter.
- f. Your CPA or RPA must submit a financial statement which reflects your new operational name.